



Vacancy Announcement United States Peace Corps in Eastern Caribbean

Applications are solicited from qualified persons to fill this position with the U.S. Peace Corps.

POSITION TITLE: **Program and Training Assistant (PTA)--Grenada**
Salary Grade is based on US Mission Local Compensation Plan

APPLICATION DEADLINE: **November 29, 2021**

POSITION SUMMARY:

As part of the United States Peace Corps' commitment in the Eastern Caribbean, the Peace Corps assigns Volunteers to provide assistance to schools as resource teachers in support of Literacy learning. The PTA is a member of the Programming and Training team and provides support in the planning, implementation, and evaluation of Peace Corps Eastern Caribbean's programming and training for Volunteers. This position is based at the office in Grenada, requires interaction with other staff, Volunteers and the general public. The PTA is under the supervision of the Programming & Training Manager (PTM). **Duties include:** assistance in the logistical support for all training events; participation in site (schools and housing) identification & development; site visits; and coordination with staff to support Volunteers in training, in their assigned schools, and other means of professional and pastoral support.

MINIMUM QUALIFICATIONS:

The curriculum vitae (CV) of an applicant must reflect the following minimum qualifications to be considered for the position

Education

- Bachelor of Arts degree (or equivalent) in a field related to the position

Work Experience

- One year's experience supporting or managing logistics of training or other events
- Up to three years' experience in project support or management with close supervision
- One or more years' experience in cross-cultural communications--working with, and/or living in, and/or interacting with an international community

Knowledge, Skills, Abilities and Attitudes

- Skilled in Microsoft Suite—Word, Power Point, Excel
- Comfort with database input and maintenance
- Demonstrated interpersonal skills to foster positive working relationships with stakeholders, community members, and members of the Peace Corps/Eastern Caribbean team.
- Ability to work well independently and effectively as a member of a team.
- Resident Grenada and familiar with the cultures, communities and geography of Grenada and the Eastern Caribbean.
- Hold a driver's license and be willing to drive regularly.

PREFERRED QUALIFICATION

Applicants whose CV demonstrates some or all of the following preferred qualifications will be considered stronger candidates for the position

Education

- **Degree in Education or Literacy** (Bachelor of Arts and/or post-graduate study)

Work Experience

- Experience **teaching literacy** in primary/secondary levels
- Experience **coaching, training and supporting teachers** (e.g., teacher trainer, mentor, etc)
- Experience in **training-session design & facilitation**
- Experience in **project support or management with little supervision**
- Experience as a **volunteer or managing/supporting volunteers** in service projects
- Experience in **data collection and analysis**, in addition to reporting on that data

Knowledge, Skills, Abilities and Attitudes

- Strong communication skills, including **strong writing and reporting ability**.
- **Resourceful, creative, and skilled problem solver.**

SALARY RANGE AND BENEFITS

Grade 8: XCD\$52,523 - \$78,783

Salary commensurate with experience & KSAs

Benefits include health and life insurance, US and local holidays and paid annual leave among others.

THIS POSITION IS SUBJECT TO A SECURITY BACKGROUND CHECK.

APPLICATION PROCESS

Submit, in English, a

1. Cover Letter that briefly highlights your experience
2. CV that chronologically details your professional experience and academic qualifications, directly addressing the qualifications cited above
3. Names and contact information of three (3) professional references

Please attach your submission to an email addressed to LC-HR@peacecorps.gov with the subject line "PEACE CORPS PTA-GND".

Deadline for applications is November 29th 2021.

Only applications submitted via email by this deadline will be considered. Questions regarding the application process may be sent by email to LC-HR@peacecorps.gov. No phone calls please. For information regarding the Peace Corps, visit our website at <https://www.peacecorps.gov/eastern-caribbean/>.